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TA-53 Facility Management

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LANSCE Facility Implementation Requirement

Document Control and Records Management

53FIR 301-00.00

Effective date: February 18, 2000

APPROVALS

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1. Introduction

1.1 Background

LIR240-01-01 requires that each Facility Management Unit (FMU) develop, implement, and maintain a configuration management (CM) program. A document control and record management process is an important piece to the LANSCE CM program.

1.2 Purpose

This procedure establishes a formal system to control the initiation, preparation, review, approval, distribution, use, revision, and cancellation of facility and applicable programmatic documents. Use of this procedure ensures that:

- Only the latest revisions of procedures are available for use in performing activities (e.g., operations, maintenance, and testing),
- The latest versions of drawings and supporting design documents are identified for use in preparing design changes,
- Documents remain accurate and consistent with the facility physical system configuration,
- Documents remain accurate and consistent with the facility authorization basis, and
- Documents and Records are properly archived, safeguarded, and made readily available to users.

1.3 Scope

This procedure applies to all facility and applicable programmatic documents and records that establish policy, describes operations or maintenance, prescribes work, establishes design, specifies requirements, affects safety, or affects quality. These documents include but are not limited to the following:

- Authorization basis, facility baseline, and safety management documents (e.g., BIO, USQ/D, FDD, etc.),
- Facility quality management and administrative policies, plans, procedures, reports,
- Facility and applicable nuclear area operating procedures (e.g., operating, surveillance, maintenance, etc.),
- Design documents (e.g., vendor manuals, calculations, specifications, etc.),
- Drawings (e.g., construction drawings, as-builts, P&IDs, system drawings, etc.). Drawings are considered design documents.

Applicable programmatic documents are those that perform this scope in nuclear facility areas.

2. Acronyms and Definitions

2.1 Acronyms

DCC	Document Control Coordinator
ECN	Engineering Change Notice
FM	Facility Manager
FMU	Facility Management Unit
FWO-FE, FCADS	Facility and Waste Operations division – Facility Engineering group, Facility Configuration and Data Services team
MDL	Master Document List

2.2 Definitions

Approval Authority. Approval authority refers to the person who holds a title, position, or office who can approve document control issues.

Controlled Distribution. The process used to issue and ensure receipt of controlled documents.

Controlled Document. A document that provides guidance and is subject to revision, and as such must be controlled to ensure that only the latest revisions are used in activities affecting safety and quality. Controlled documents are imprinted on the cover page with the following red-stamp: "CONTROLLED COPY." Controlled documents are available through the FMU home page web site.

Design Documents. Those documents which describe the physical configuration and design requirements of the facility. Typically these documents include: calculations, drawings, and specifications.

Document. "Living" documents that are subject to revision, e.g., procedures, drawings, calculations, etc. Any written or pictorial information describing, defining, specifying, reporting, or certifying activities, requirements, procedures, or results whether in hard copy of electronic form.

Document Center. The location for controlled storage of FMU records retained for regulatory, administrative, or operating purposes, usually for a limited period of time or as required by the records retention schedule. There may be multiple locations or document centers for varying types of documents and/or records.

Document Control Coordinator. The individual who manages the records center and is directly responsible for document control and records management.

Document Initiator. Any person who identifies a need or requirement for a new document or a revision to a document.

Document Owner. A person appointed by the Facility Manager or program group to maintain the adequacy of a document and is responsible and accountable for the accuracy and completeness of the technical content. In general, a document owner is assigned who requires a current and accurate document in order to properly perform work. For example, the document owner of a maintenance procedure for the building HVAC systems might be the HVAC responsible system engineer.

Maintenance Procedure. Describes step-by-step instructions on how to conduct maintenance (preventive or predictive) or surveillances on a facility system or component.

Master File of Controlled Documents. The compilation of print-ready and/or electronic master controlled documents that are maintained by document control. Master documents are used to create copies for distribution. Master documents are not issued for use outside the document centers.

Master Document List. A list of documents, containing, at a minimum, the information necessary to adequately control the facility controlled documents and index records. The master document list is an electronic database containing the status of documents and provides for timely retrieval of documents and records and is available via a web application.

Operating Procedure. Describes step-by-step instructions on how to operate a facility system or component. Includes operating instructions under abnormal conditions.

Quality Management Procedure. Describes instructions for implementation of administrative requirements.

Quick Change Revision. The expedited processing of emergency/urgent (emergent) maintenance or operating procedure changes to significantly reduce a delay in work activities. The Quick Change process may also be used for minor editorial changes such as editorial errors, organizational, or other name changes.

Record. Recorded information of any kind in any form maintained because it furnishes evidence of quality of items and/or activities affecting safety or compliance with specified requirements.

Safe Operating Procedure. Describes general operational requirements pertaining to programmatic operations associated with hazardous material, equipment, and processes such as those specified in the LANL Administrative Requirement (AR) 1-3 or in other supporting AR sections.

Subject Matter Expert. Any individual with acknowledged expertise in a given subject.

Uncontrolled Document. A copy of a document that is issued for informational purposes only. Uncontrolled documents are not tracked or revised. It is up to the user to ensure that they are using the latest revision of the document.

Vital Record. Records essential to the continued function or reconstitution of an organization during and after an emergency, and also those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Typical records are those engineering products needed to fight an "emergency" such as drawings, calculations, specifications and licensing disclosure or safety analyses that provide the considerations for the safe operation for each facility, as well as those business-essential records such as salary/payroll information, radiation exposure records, disaster recovery plans and similar records.

2.3 Required Training

Personnel who generate, transfer, validate, revise, review, approve, or store documents or file records shall read this procedure. Training to this procedure is read-only and no documentation of training is required.

3. Responsibilities

3.1 Facility Manager

- Ensure this procedure is properly implemented and an effective document control system is in place.
- Reviews and approves facility documents (policies, plans, procedures, drawings, etc.)
- Approval authority for emergent facility revisions.

3.2 Nuclear Operations Manager

- Reviews and approves program facility and operational documents (policies, plans, procedures, drawings, etc.) which affect systems or activities within the nuclear boundary as defined in the FSP or authorization documents.
- Approval authority for emergent programmatic revisions in nuclear areas.

3.3 Document Owner

- Maintains the content of assigned documents as current and accurate.
- Revise assigned documents and initiates new documents as necessary.
- Notifies the document control coordinator when:
  - Intent to change a document is determined/approved,
  - When the changed document is approved
- Identifies document reviewers and distribution for the approved documents.
- Identifies cross-references between facility documents that could be affected by document revisions.
- Works with document draft reviewers to resolve review comments.
- Provides the technical information for the document profile.
- Ensures that all pertinent technical reviews, safety reviews, and management approvals are completed and comments resolved satisfactorily.

3.4 Document Control Coordinator

- Establishes and maintains the master document list (MDL).
- Flags documents in the MDL which are under revision or change.
- Completes the document profile sheet for each document.
- Provides for the safekeeping of document master copies in the master file of controlled documents.
- Assigns unique numbers for all documents and records, as applicable.
- Distributes draft documents for review and approval.
- Control and distribution of approved documents per approved distribution lists.
- Ensures timely distribution of revisions to personnel identified on the distribution list.
- Removes obsolete or superseded controlled documents from use.
- Conducts an annual audit to inventory controlled copies (no documentation of the audit is required).

3.5 Reviewers

- Performs technical and management reviews of required documents.
- Works with the preparer to resolve all noted comments.

3.6 Training Office

- Reviews documents regarding training issues.

3.7 Document User

- Uses only the latest revision of documents.

4. Hazards and Controls

- Not applicable.

5. Equipment and Supplies

- Not applicable

6. Procedural Steps

Attachment A is a flowchart depicting these procedural steps.

6.1 Document Identification

6.1.1 Not all documents need to be formally controlled. Documents that are useful as reference, guidance, and/or are representative of facility configuration but are not official, meaning approved and controlled, may be created and modified without following this procedure. These documents may be listed in the MDL for ease of reference and use but must be clearly marked as non-controlled documents.

6.1.2 Design type documents (e.g., drawings, calculations, specifications, facility descriptions, etc.) shall be maintained by the Laboratory's central records center which is administered by FWO-FE, FCADS team. Refer to Section 6.10 of this procedure for summary of the FCADS process and specific modifications or exceptions as related to LANSCE documents and records.

6.1.3 Program operations documents that are associated with LANSCE Nuclear facilities may also be administered by the FWO-FE, FCADS team.

6.1.4 Design type documents for systems/components that are facility and classed as ML-2, or are classed ML-2 or ML-3 and are within a nuclear area, are to utilize the Engineering Change Notice procedure and forms for tracking and facilitating controlling of design changes. (Refer to the latest version of 53FIR 240-01.00)

6.2 Quick/Editorial Changes

6.2.1 Document changes that must be performed immediately to support ongoing work can be processed using a "Quick Change" process. After performing a Quick Change, the document owner must prepare and submit a formal change within 10 working days of implementing a Quick Change. Quick changes shall be processed as follows:

A. The document owner shall red-line the document with the proposed changes and submit to the document approver for review and approval.

B. After review and approval by the document approver the change is approved for implementation.

C. After completion, a copy of the approved Quick Change red-line shall be forwarded to the DCC for implementation and filing.

D. The document owner, with assistance of the DCC, shall make changes to the master document file, updating the revision number, obtain all reviewer and approver signatures, and distribute/post the changed document essentially following the normal process.

6.2.2 Document changes that are purely editorial in nature and do not modify any technical or process content of the document can be processed using the "Quick Change" process outlined above.

6.3 Document Development or Revision

6.3.1 Each new document shall be given a unique number that identifies the document and its revision. Revised documents shall use the same document number with the revision number increased by one. Numbers shall be administered by the DCC as described in Section 6.7 of this procedure.

6.3.2 Documents should be developed using the following guidance, as applicable:

Document Type	Development Guidance
Drawings, Calculations, & Specs	LIR 220-03-01.0 Facility Engineering Manual
Engineering Change Notice	53FIR 240-01.00
Facility Design Description	*FMU Guide TBD*
Facility Safety Plan	LIR240-01-10 Facility Safety Plan
Facility Tenant Agreements	LIR250-02-02, Facility Tenant Agreement
Hazard Control Plans	LIR 300-00-02.1 Documentation of Safe Work Practices
Maintenance Procedures	*FMU Guide TBD*
Operating Procedures	*FMU Guide TBD,* Group Writer's Guides
Quality Mgmt Procedures (FIRs)	*FMU Guide TBD*

6.3.3 Some document types may apply to nuclear authorization, operations, and/or systems. Documents that may apply should follow USQ process requirements. Refer to the USQ/D Procedure 53FIR 300-00-02.0 or subsequent revisions.

6.3.4 Engineered drawings and design basis documents such as calculations, specifications, etc. shall be revised and processed using the Engineering Change Notice (ECN) form. Guidance for ECN development and processing is provided in procedure, 53FIR 240-01.00 and subsequent revisions.

6.3.5 New documents shall be developed as follows:

A. Adhere to any format guides that may exist for each type of document

B. Each document should have an owner identified, typically the author, and appropriate review and approval levels also identified.

C. Documents shall undergo appropriate reviews for technical content or process prior to approval. Technical procedures (e.g., operations and maintenance) shall be validated as part of the review process using the Procedure Validation Checklist, Attachment B.

D. Document reviews and assessments should be a part of the maintenance of each document.

6.3.6 Documents other than engineering drawings shall be revised as follows:

A. The document owner shall obtain a clean, reproducible copy of the document to be revised from the DCC. When possible, it is preferable to obtain an electronic copy of the file. The revision sponsor should provide the DCC with the subject, reason, and anticipated date of issue for the revision.

B. The DCC shall update the Master Document List to reflect the pending revision.

C. The document owner should develop the revision as follows: 1) develop a new title page, signature page, and where applicable, history of revision page; 2) include the new revision number on the document title page, the revised signature page, and each page that has been revised; and 3) place a vertical bar along the left-hand margin of the page to indicate the most recent changes to the text (note that it is not necessary to use the revision bar for wholesale document revisions).

D. The document owner obtains the same review and approval signatures as required in the original document. After all comments are received and resolved, the document owner submits the completed document to the DCC for distribution and control.

6.4 Document Review and Approval

6.4.1 The FM shall approve or designate the appropriate approval for documents.

6.4.2 At the reviewer's discretion, document comments may be recorded and addressed using the Design Review Record and associated comment tracking process provided in Attachment C.

6.4.3 Documents with application to nuclear facilities or operations may require additional reviews and approvals as described by the USQ/D procedures. (Reference 53 FIR 300-00-02.00 Unreviewed Safety Questions Process and subsequent revisions)

6.5 Submit Documents to the Document Centers

6.5.1 For each and all documents to be managed/controlled by a document center the document source completes a Document Profile Sheet (Attachment D) and submits it to the DCC for review.

6.5.2 All documents shall be transmitted along with the Document Profile Sheet to the DCC for control, distribution, and safekeeping. Documents shall be entered into the on-line systems using the following process:

A. After review and acceptance of the completed Document Profile Sheet by the DCC, the information is entered into the Master Document List.

B. The DCC then places a copy of the document on-line for access from the Web pages that keep the MDL. Note that a separate Document Profile Sheet must be completed for each discrete document. Document "packages" cannot be submitted under one Document Profile Sheet.

C. The hard copy is maintained in the master document file or binders maintained by the DCC in the document centers.

6.5.3 The DCC shall send notifications, typically e-mail, to the distribution provided with the Document Profile Sheet that a new or revised document has been approved for use.

6.5.4 Design documents shall be forwarded to FWO-FE, FCADS following a similar process as described above.

6.6 Document Distribution and Control

6.6.1 When hardcopy files are used in lieu of, or in addition to, on-line controlled documents, the DCC shall develop and maintain an approved document distribution list. Personnel on controlled distribution should be limited to the minimum number feasible, but must include the end users of the process described

6.6.2 The DCC assigns a unique copy number to each recipient on the distribution list, prints the distribution list, and files it with the signed master copy. The DCC processes controlled documents as follows:

A. Completes a Controlled Document Acknowledgment (Attachment E) and includes the appropriate instructions for implementation of the controlled document.

B. Enters the document effective date on the title page and history of revision page of the master copy.

C. Labels the title page with the expiration date if the document is requested as limited term.

D. Duplicates the document from the master copy in the master file of controlled documents and ensures that each copy is marked "Controlled Copy" in red.

E. Assigns and marks each copy of the controlled document with a unique copy number.

F. Issues the document copy and the Controlled Document Acknowledgment to each recipient.

G. Updates the Master Document List to reflect the latest approved revision.

6.6.3 The recipient of a controlled document performs the following:

A. Follows the instructions provided on the Controlled Document Acknowledgment.

B. Signs and dates the Controlled Document Acknowledgment.

C. Returns the original Controlled Document Acknowledgment to the DCC.

6.6.4 The DCC files each Controlled Document Acknowledgment with the applicable controlled document master in the master file of controlled documents.

6.6.5 It is acceptable to use a copy of document that is not stamped "Controlled Copy", provided that the user verify that it is the latest copy (via the web on-line master document list) and initial and date adjacent to the document revision number.

6.7 Master Document List and Document Numbering

6.7.1 Master document list is to be accessible through the FMU and other web home pages. The MDL is a combination of 1) web page indexes linked to the actual documents for non-design drawings and documents and 2) web page search parameters retrieving database records and links.

6.7.2 Document Numbers are to be comprised of four parts. Each component shall be separated by a dash (-) or a space with exception for revision numbers which shall be preceded by a period (.).

A. Part one is to designate the organizational owner of the document.
B. Part two indicates the type of document.
C. Part three is an alpha-numeric sequence unique to that document.
D. Part four is a two digit number preceded by a period that indicates the revision number.

6.7.3 Initial issues of documents shall be indicated with double zeros as the revision numbers. The sequence numbers may include other indicators for year or system type or otherwise. The sequence number should be as short as practical, typically 3 to 5 characters is sufficient.

6.7.4 Some existing documents will not conform to this requirement and should have new numbers assigned at the next revision or when practical to do so. For use in searching the MDL, documents may have an alias number assigned until the current document number is changed. This will allow references between various documents to remain intact prior to document revisions or changes.

6.7.5 The table in Attachment F provides document numbering guidance and examples for the various documents envisioned. New documents are to following this approach.

6.8 Retrieving Documents and Records

6.8.1 All laboratory personnel are authorized to access documents available on the web. Some documents will not be made available on the web because of their sensitive nature (e.g., vendor quotes, contractor pay rates, etc.) The on-line web application allows data searches via a search engine's pull-down menus.

6.8.2 When documents are not available on the web or via local hardcopy files, personnel may formally request a copy of document via the Document/Record Request Form (Attachment G).

6.9 Storing and Preserving Documents and Records

6.9.1 Original design documents reside in the FWO-FE/FCADS Document Center. Other original documents reside in the FM or group document control centers as indicated on the MDL. Record documents and superceded revisions of documents may be sent to CIC archive storage with the appropriate document center maintaining a list of records in archive storage.

6.9.2 Duplicate copies shall be made of Vital Records; with the duplicate copy transmitted to CIC-10 to satisfy dual storage requirements.

6.10 Design Document Management and Control

6.10.1 Design documents are to be managed by FWO-FE, FCADS per their procedure FWO-FE-QMP-401 and subsequent revisions.

6.10.2 The ECN procedure 53 FIR-240-01.00, and subsequent revisions, is applicable to LANSCE and FWO-FE personnel preparing and handling design changes.

6.10.3 This section is reserved for any LANSCE modifications or exceptions to the FWO Procedures or processes as applied to LANSCE document management and control.

6.11 Assessments

6.11.1 The DCC shall perform annual audits of the document center documents and assess the effectiveness of the record management system.

6.11.2 Assessments will be performed as scheduled by the AA-2 Auditing Group.

7. Required Records

- Original signed copy of the document
- Controlled copy distribution lists
- Master Document List (on-line or hardcopy)

8. References

- LIR240.01.01.1, Facility Configuration Management
- 53FIR 240-01.00, Engineering Change Notice
- 53FIR 300-00-02.0, Unreviewed Safety Questions Process

9. Forms/Attachments

Attachment A, Process Flow Chart

Attachment B, Procedure Validation Checklist

Attachment C, Design Review Record

Attachment D, Document Profile Sheet

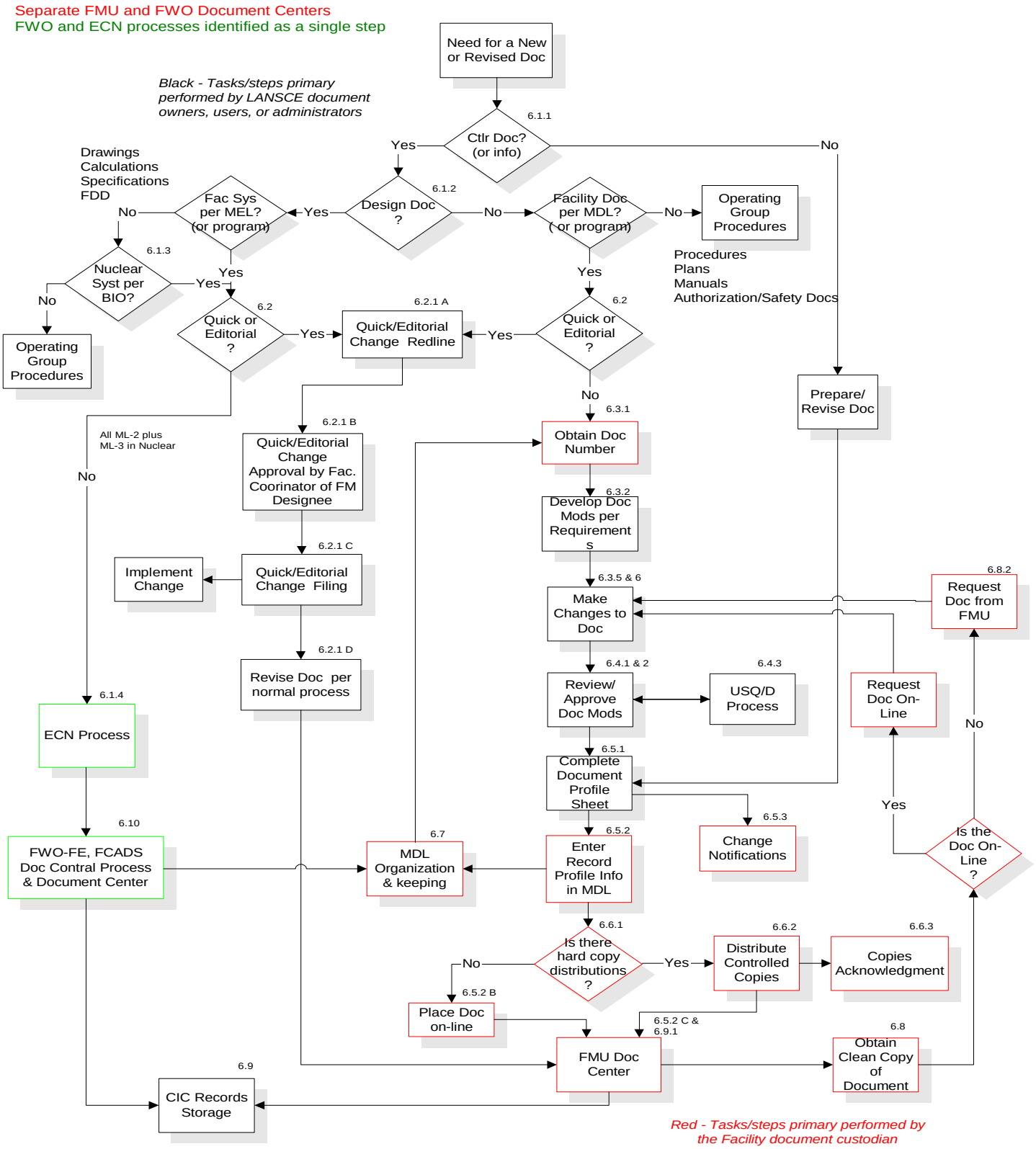
Attachment E, Controlled Document Acknowledgment

Attachment F, Document Numbering Guidance and Examples

Attachment G, Document/Record Request Form

ATTACHMENT A

PROCESS FLOW CHART



ATTACHMENT B

Procedure Validation Checklist

Validation method: ☐ Walk-through; ☐ SME Review

Procedure No.:	***Revision:***
Title:	
Instructions: This checklist is designed to assist a person performing a validation of a technical procedure (i.e., operating or maintenance). Technical comments should be recorded in the facility-specific comment/review record.	
Fully Explain all "No's" in the Comments section.	
1. Are initial conditions, prerequisites, and limitations stated?	Yes ☐ No ☐ N/A ☐
2. Can the procedure be performed in the sequence written?	Yes ☐ No ☐ N/A ☐
3. Can the user locate and identify all equipment referred to in the procedure?	Yes ☐ No ☐ N/A ☐
4. Are applicable notes, cautions, or warnings identified?	Yes ☐ No ☐ N/A ☐
5. Are system expected responses identified?	Yes ☐ No ☐ N/A ☐
6. Are hazards identified?	Yes ☐ No ☐ N/A ☐
7. Can the user perform the procedure without obtaining additional information from persons or documents?	Yes ☐ No ☐ N/A ☐
8. Does the procedure include adequate quality assurance, safety, environmental, or radiological controls hold points?	Yes ☐ No ☐ N/A ☐
9. Are appropriate records generated to document performance?	Yes ☐ No ☐ N/A ☐
10. Is the procedure user friendly?	Yes ☐ No ☐ N/A ☐
11. Does the procedure include sign off spaces for independent verifications?	Yes ☐ No ☐ N/A ☐
12. Are graphs, charts, and tables adequate for readability and use?	Yes ☐ No ☐ N/A ☐
13. Do included worksheets or data sheets provide sufficient space to record data or perform necessary calculations?	Yes ☐ No ☐ N/A ☐
14. If any follow-up action, test, or procedure must be performed, is that action clearly identified?	Yes ☐ No ☐ N/A ☐
15. Does the procedure conform to current technical codes and standards?	Yes ☐ No ☐ N/A ☐
16. Are all required checklists, forms, etc. included in the procedure?	Yes ☐ No ☐ N/A ☐
Comments:	

Reviewed by: _____ Date: _____

Print name/signature

ATTACHMENT C

Design Review Record & Continuation Sheet

Los Alamos Design Review Record

Los Alamos National Laboratory

Comment Sheet

Cost Code:	Prog. Code:	Cost/Acct:	Work Pkg:	Work Order Number: 0

Project Title:	Tech Area:	Building	FMU:	Submittal Date:

From (Name/Organization):	Telephone Number:	Design Organization:	ML:

TO: Mail Stop:	Discipline Representative:	Scheduled Meeting:	Attended Meeting:	Discipline:	Organization:	Date Sent:	Date Scheduled:	Date Returned:
		☐	☐					
		☐	☐					
		☐	☐					
		☐	☐					
		☐	☐					

Comment #:	Drawing /Spec or Page Number:	Reviewer's Comments (Attach Additional numbered pages as required)	Action (A, B, C)	Design Organization's Disposition: Incorporated Yes		Incorporated No
				☐		☐
				☐		☐
				☐		☐
				☐		☐
				☐		☐

Design Reviewed By (Signature):	Date:
Comments Processed By (Signature):	Date:

**Use black ink to complete DRR Sheet

ATTACHMENT D

Document Profile Sheet

TA-53 LANSCE

Applicable System(s):

[ ]	BGC	Cranes	[ ]	MCW	Moderator Cooling Water
[ ]	BGE	Elevators	[ ]	MHS	Material Handling (Rail Cart)
[ ]	BGL	Lightning Protection	[ ]	OXM	Oxygen Monitoring
[ ]	BGR	Roof Drains	[ ]	PA	Public Address
[ ]	BGS	Structures	[ ]	PO	Potable Water
[ ]	BP	Backup Power	[ ]	PW	Deionized Water
[ ]	CA	Compressed Air	[ ]	RCW	Reflector Cooling Water
[ ]	CH	Chilled Water	[ ]	RD	Radiation Monitoring
[ ]	CT	Cooling Tower	[ ]	RLW	Radioactive Liquid Waste
[ ]	EL	Emergency Lighting	[ ]	RN	Run Permit
[ ]	EP	Electric Power	[ ]	RS	Radiation Security
[ ]	ESS	Equipment Surveillance (SCAM)	[ ]	SA	Safety
[ ]	FP	Fast Protect (FP)	[ ]	SDM	Stack Discharge Monitoring
[ ]	FPS	Fire Protection	[ ]	SE	Security
[ ]	HVAC	Heating Ventilation & Air Conditioning	[ ]	SH	Shielding
[ ]	HW	Heating Water	[ ]	SS	Sanitary Waste
[ ]	HYM	Hydrogen Monitoring	[ ]	TCW	Target Cooling Water
[ ]	IW	Industrial Water	[ ]	TEL	Telephone & Communication
[ ]	IWS	Industrial Liquid Waste	[ ]	UG	Utility Gas
[ ]	LH	Liquid Hydrogen Moderator	[ ]	VA	Vacuum
[ ]	LTG	Lighting			

Document Type: PRIORITY DRAWING [ ]

[ ]	Authorization Basis	[ ]	ES&H	[ ]	Procedures
[ ]	Calculation	[ ]	Eng.Change Notice	[ ]	Specifications
[ ]	Correspondence	[ ]	ITM Records	[ ]	Vendor Submittals
[ ]	Design	[ ]	Miscellaneous	[ ]	Vendor Manuals
[ ]	Drawing	[ ]	Plan		

Building Number(s): TA-53

_____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____,
_____, _____, _____,

Document Number(s):

LANL: _____

A/E: _____

Other: _____

Document Title/Subject:

Document Location:	Point of Contact:

Discipline: [ ] Architectural [ ] Civil [ ] Electrical [ ] Mechanical [ ] Structural

Remarks:

Prepared by:	Date:	Date Submitted to FWO:

ATTACHMENT E

Controlled Document Acknowledgement

PLEASE SIGN, FOLD, AND RETURN THIS FORM

To: ***Mail Stop:*** ***Please Respond by:***

Document Control Coordinator

Document Issued to (name):	***Z#:***	***Organization:***	***Mail Stop:***
Document Title:		***Document Number:***	
Document Type:		***Controlled Copy Number:***	

ACTION REQUIRED

The controlled documents listed below are attached for filing in your controlled manual copy. You are required to perform the following steps to assure that your manual is up to date:

1. Check the attached documents and revision levels with the list below to assure that you have received the correct documents.
2. Remove the superseded documents revisions from your controlled manual copy and insert the updated documents attached to this form.
3. Destroy or suitably dispose of superseded documents to preclude their use.
4. After completion of the filing activity, sign below and return this form to the Document Control Coordinator before the completion date indicated above.

Document No.	**Document Title/Description**	**Revision**

DOCUMENT RECIPIENT COMMENTS:

I have completed the required filing outlined in the instructions and have destroyed any superseded documents.

_____ _____

Controlled Document Holder Date

ATTACHMENT F

Document Numbering Guidance and Examples

Document numbers are comprised of four parts each separated by a dash (-) or space with exception that revision numbers are always preceded by a period (.).

Typical Document Number: DIV-TYPE-SEQ.REV

DIV: ***Designates the organizational owner of the document.***		***Examples***
LANSCE	Used to designate a division wide document	**LDIR** 300-00-01.0
LDIR	LANSCE Division Implementing Requirement	**53**FIR 406-300-02.01
53	TA-53 facility document	**53**FIR FDD-MPF7-1L.00
LANSCE-X	Group procedure or document where X indicates the group	**LANSCE-7**-OP-3-12.00

TYPE: ***Type of document using a 3-4 letter abbreviation***			
		General Examples	***Specific Examples***
CALC	Calculation or analysis		
DWG	Drawing (also see the following SEQ table)		
ECN	Engineering Change Notice	53 ECN yy-nnn	53 ECN 00-001
FDD	Facility Design Description	53 FDD aaaaa.rr	53 FDD MPF7-1L.00
FIR	Facility Implementing Requirement	53 FIR nnn-nn.rr	53 FIR 301-00.00
FMP	Facility Management Procedure	*no longer to be used, use FIR, MP, OP as appropriate*	
FMS	Facility Management Standard	*no longer to be used, use FIR*	
FSP	Facility Safety Plan		
FTA	Facility Tenant Agreement		
HCP	Hazard Control Plan		
MP	Maintenance / Surveillance / Test Procedure		
OM	Operation Manual		
OP	Operating Procedure	53 OP aaaaa.rr	53 OP 280-05-01.00
PLAN	Plans		
PS	Policy Statements		
QMP	Quality Management (Admin) Procedure	*not to be used, use FIR*	
SDD	System Design Description		
SPEC	Specification, design or procurement		
USQ	Unreviewed Safety Question / Determination	53 USQ-[fac]-[year]-nnn	53 USQ-1L-00-001
VMAN	Vendor Manual		

SEQ: ***An alpha-numeric sequence unique to the document.***

The sequence number may include some further logical grouping such as a year designator, system, building, etc. that further identifies the document. SEQ numbers may include additional dashes separating the sequence. The following document types have additional guidance for the sequence numbers.	The examples in the TYPE table above use the following to indicate the SEQ numbers in the General Examples column. "n" = a number "a" = an alpha-numeric character "yy" = year indicator "rr" = revision numbers

DWG: Use the following additional numbering guidance in the SEQ field. Parts 1 & 2 are required. Parts 3 & 4 are optional and may be combined into a simple 3 digit number unique to that drawing.

A drawing sequence number is a five to nine digit alpha-numeric number comprised of four parts that will distinguish the drawing 1) discipline or class; 2) type of drawing, 3) building association, and 4) system identifier.

1. The drawing classes are A, M, E, S indicating Architectural, Mechanical, Electrical, or Structural/Civil respectively.

2. The drawing type is a single digit as defined below:

A Architectural Drawings	**E** Electrical Drawings	**M** Mechanical Drawings	**S** Structural/Civil Drawings
0 General Arrangements 1 Furniture Installation 2 Equipment Installation 3 Enclosures 4 Room Finish / Door Schedules 5 General Facility Design 6 Fire Zone / Barrier / Penetration Schedules 7 Undefined 8 Undefined 9 Misc	0 One-Line Diagrams 1 Panel Schedules 2 Raceway Physicals 3 Equipment Installation/ Layout 4 Wiring Diagrams 5 Conduit Schedules 6 Control Diagrams 7 Logic Diagrams 8 Undefined 9 Misc	0 Equipment Layout 1 Piping &Instrumentation Diagrams/Flow Diagrams 2 HVAC Installation 3 Yard Piping/Details 4 Equipment Installation 5 Undefined 6 Undefined 7 Hoist, Crane, Elevators 8 Special Equipment 9 Misc	0 Site Layout/ Grading/ Drainage 1 Fencing/ Roadway/ Paving/ Soil Boring Logs 2 Structural Layout/Details 3 Yard Piping/Details 4 Undefined 5 Equipment Support 6 Undefined 7 Undefined 8 Undefined 9 Misc

3. The one to four digit building number. (optional)

4. The two to four letter system acronym. This list of system acronyms is to be the same as from the System, Structure, or Component Identification & Labeling procedures and is also reflected on the document profile sheet (Attachment D). (optional)

For example, with a Target Cooling Water Piping and Instrumentation Diagram, where the system is physically located in the Target Cell and 1L Service Area of building 7, the SEQ number would be M17TCW, where M is Mechanical, the first digit (1) indicates P&ID, second digit (7) indicates the building, and the last three letters (TCW) indicate the cooling water system. The full number in this example would be 53 DWG M17TCW.00

FIR: Use a number that most closely follows the Laboratory Standard's numbering for LIRs.

REV: ***The two-digit number indicating the revision.***

Revisions are sequentially numbered from 00(original issue) through 99. Documents types that do not receive revision numbers are as follows: ECN, USQ	Documents that may be revised include the **.rr** in the General Examples listed in the TYPE table above.

ATTACHMENT G

Document/Record Request Form

To:

Records Center *Mail Stop:* M702

From:

Name: *Facility:*

Phone: *Mail Stop:* *Date:*

Instructions: This form is prepared by persons authorized to request copies of records. Please provide as much information as possible to expedite retrieval.

Records Requested:

Record No./Revision	Title/Description	No. Copies

RECORDS CENTER USE ONLY

Date Request Received: Date Request Completed:

Records Center Signature Date:

Comments/Other: